

HOW TO... Manage large tables in Word

It's easy for tables stored in Word to get out of hand as more information is added. Jennifer Bagley explains how to keep tables in a manageable state so they are easier to read

The ability to create a table in Word is an immensely useful tool. By putting information in tabular format, you can make it easier to read and manage. However, once a table gets so large it is no longer contained on one page, it starts to take on a life of its own. Here we show you how to make your tables more manageable in Word 2003.

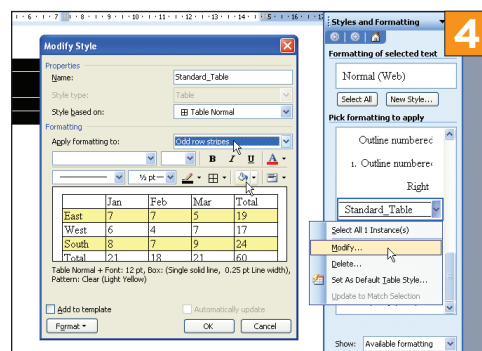
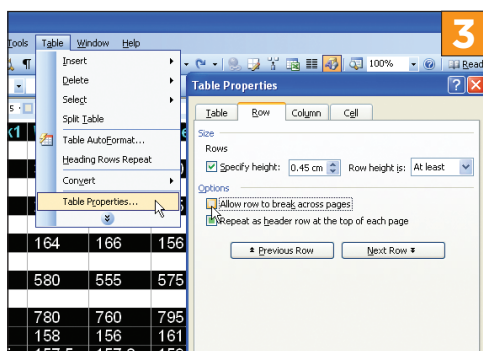
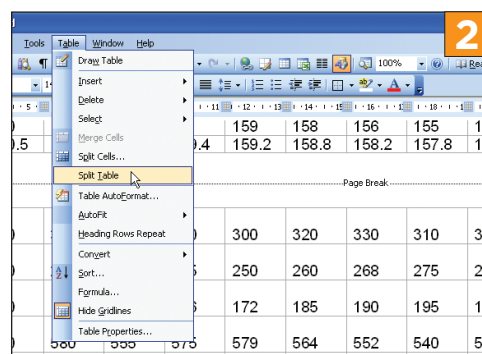
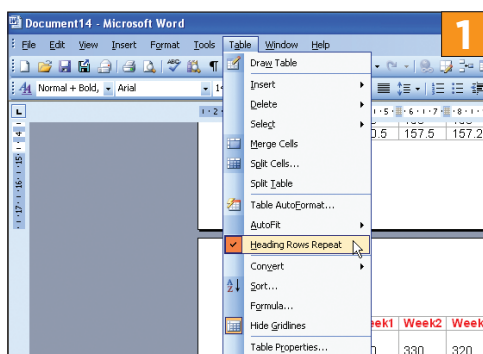
1 If your table has grown so long that it's over two or more pages, you can have the column headers appear automatically on subsequent pages. Select the row of headings in your table, and the first row of your table. From the Table menu, select Heading Rows Repeat. To see the changes made to your table, the document needs to be in Print Layout view. Select this option from the View menu. This works only for natural page breaks in your document. If you insert a manual page break Word won't repeat the column headings.

2 A workaround to this problem is to split the table. To do this, place the cursor in the table at the beginning of the row you would like to become the first row of your new table. Go to Table, Split Table. You can now create a page break between the two tables. Insert

a new row in the second table, and copy the column headings from the first table into the blank row.

3 As well as splitting a large table across pages, Word may also split a row over two pages if it is particularly large. To stop this happening, highlight all the cells in the table. Go to the Insert menu and select Table Properties. On the Row tab, untick the box next to Allow row to break across pages. This applies the action to all the rows in the table. If you want to apply this to just one row, highlight only that row before opening the Table Properties dialog box.

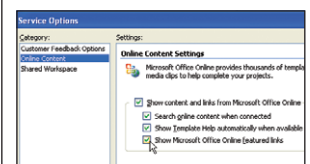
4 To make it easier to read a large table, why not use colour? We're applying a colour to every other row in our table. If the Styles and Formatting panel isn't open, select that option from the Format menu. Under Pick Formatting to Apply, find your table style; it might be the default Standard Table. Click on the down-pointing arrow next to this, then on Select all 1 Instance (assuming there is only one table in your document). Click on the menu again and select Modify. In the Apply Formatting To box, select Odd row stripes. Click on the Shading Colour tool to choose a colour. 



HOW TO... Enable Office- featured links

When you're looking for help in any Microsoft Office program, it's important to try as many sources as possible, so you should make sure Office is looking online and at the featured links. The latter provides the most up-to-date help and information Microsoft provides. Featured links are based on the most frequently asked questions received by Microsoft.

Open your Office program. Go to the Help menu and pick the Microsoft Office Help option (it has F1 next to it). Go to the bottom of the Help panel that appears, under See Also, and click on the Online Content Settings link. Check there is a tick next to Show Microsoft Office online featured links.



HOW TO... Create a screensaver

Although there are a lot of creative screensavers available for download, nothing beats the personal touch. Why not use the pictures you have on your PC as a screensaver instead? Open the Display Properties dialog box by right-clicking on an empty space on your desktop and selecting Properties. Go to the Screen Saver tab. In the Screen saver drop-down menu, select My Pictures Slideshow. Click on the Settings button then on Browse to find the folder containing the images you'd like to use. There are other settings here you can change, such as the length of time for which each photo is shown. When you've finished, click OK. In the Display Properties dialog box, click on Preview to see how your screensaver looks.

